



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 02-04-021	OPENING DATE: 04-12-04	CLOSING DATE: 05-10-04	OPEN TO ALL CANDIDATES
POSITION: Drug Surveillance Monitor JS-303-09	TYPE OF APPOINTMENT: Career Service		Salary: \$41,815 - \$54,360 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Social Services	LOCATION: 409 E Street, NW		Tour of Duty: Full-time

**BRIEF DESCRIPTION OF DUTIES:** Operates the Juvenile Drug Court Program Collections Site. Monitors submission of urine samples, assuring collection in accordance with established protocol and policy. Applies chain of custody procedures for documentation, handling of samples and delivery to the laboratory. Performs intake duties: establishes positive identification, takes photographs, verifies addresses and reviews and updates relevant automated systems. Reviews testing protocols and procedures, conditions of release, and scheduled appearance dates. Identifies possible issues of non-compliance and notifies appropriate staff. Utilizes automated systems to research, update and maintain records. Analyzes data and prepares reports to the court. Responds to inquiries from judges, attorneys, law enforcement personnel and others. Applies confidentiality rules in release and protection of data. Testifies in court on specific issues and cases. Participates in required training on substance abuse prevention, dependence, addictions and drug/alcohol surveillance procedures as well as other topics relevant to the operations of the Juvenile Drug Court and the Social Services Division. Supports the Social Services Division Substance Abuse Prevention Activities.

**MINIMUM QUALIFICATIONS:** A bachelor degree in criminal justice or a related field and one year of relevant work experience or 24 hours of coursework in criminal justice or a related field and five years of relevant work experience. Please submit a copy of your most recent performance evaluation with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.

1. Knowledge of any type of drug testing and collection system utilizing Chain of Custody procedures.
2. Ability to follow office procedures and protocols for collection of specimens.
3. Ability to use a personal computer and windows based computer program systems.
4. Ability to work individually or in a group setting, exercise sound judgment and participate in the team decision-making process.

**SELECTION PROCESS:** After a review of applications and ranking factors, a structured oral interview and writing sample may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:

DC Courts, Human Resources Division, 515 5<sup>th</sup> St., NW, Room 213, Washington, DC 20001

For further information call (202) 879-0496 or visit our job site at [www.dccjobs.gov](http://www.dccjobs.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.